

Message

From: Mnich, Margaret [Mnich.Margaret@epa.gov]
Sent: 9/9/2021 3:30:35 PM
To: Bednar, Candace [Bednar.Candace@epa.gov]
CC: Stevens, Edie [Stevens.Edie@epa.gov]; Casburn, Tracey [casburn.tracey@epa.gov]
Subject: FOIA 2021-006415
Attachments: 2021-006415.pdf

Importance: High

I am the ECAD FOIA Coordinator. ECAD has received notification of a FOIA request which falls within the scope of your Branch. I have attached important information related to FOIA #2021-006415. Please respond to this message to acknowledge receipt of this FOIA request. In your message, please provide me with the name of the staff person responsible for this FOIA. If the request is unrelated to the activities of your Branch or Section, please send me an email with a recommendation for rerouting to a relevant organizational subcomponent.

The statutory timeline provided by FOIA guidance requires that Agencies respond to valid information requests **within 20 working days** of Region 7 receiving the request. To meet this deadline FOIA #2021-006415 must be completed by your staff by October 4, 2021. Please refer to paragraph 9 of Region 7 Standard Operating Procedure 8110.01A for information regarding extensions to the response timeframe. If an extension is needed, please email the Region 7 FOIA Officer (Edie Stevens) as soon as possible. Please copy me on the email to ensure they are aware of the request/extension. Any extension to the due date must be arranged well in advance of the due date listed above.

Staff should work with their Branch or Section Chief to account for time spent completing the request. The assigned staff member must email me certification and close-out worksheets. Managers must certify via signature that the worksheets account for all costs; this includes costs related to records center activities. To complete this FOIA request, assigned staff must save the redacted copy of any responsive records, and the unredacted version of any such documents to the N Drive. Each FOIA has a unique folder on the Regional N Drive. Here is a link to the N Drive folder which has been created for this FOIA. N:\REGION SHARE\FOIA\EPA-R7-2021-006415

Links to key FOIA Documents:

- Region 7 FOIA SOP
- ECAD FOIA Desk Guide
- Region 7 FOIA Certification Sheet

Attachment(s)-

- FOIA #2021-006415